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## OFFICE OF THE CITY MANAGER

[www.cityofyankton.org](http://www.cityofyankton.org)

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### Commission Information Memorandum

The Yankton City Commission meeting on Monday, June 22, 2009, will begin at 7:00 p.m.

#### Non-Agenda Items of Interest

##### 1) Parks and Recreation Department Update

Enclosed in your packet is an update on the various activities in the Parks and Recreation Department.

##### 2) Personnel News

HR Coordinator Sue Berke-Hanson attended the SD Governmental Resource School in Pierre, June 9-10. Presentation subjects included: Identity Theft; Wellness Programming, Community Relations; Social Network Site Awareness; and a session regarding the new open records law.

##### 3) Community Development Update

Subsequent to Commission direction at the June 8<sup>th</sup> meeting, we sent out an email survey to first class municipalities in the state through the South Dakota Planners Association. Please note that the following information references how other communities regulate the persons per dwelling unit and square footage per person questions that came up in recent discussions.

Officials from five South Dakota communities responded to our email survey about occupancy density questions. The replies are as follows:

- **Brookings** – Allows up to three unrelated persons per dwelling unit. They have no minimum square foot per person requirement. They have 4,300 rental units that get inspected on a rotating basis by two full-time code enforcement officers.
- **Huron** – Allows five unrelated persons per dwelling unit. No reference to a minimum square foot per person requirement.
- **Pierre** – Allows five unrelated persons per dwelling unit. They administer their code to allow a maximum of one person per 200 square feet of area in dwelling units.
- **Rapid City** – Allows five unrelated persons per dwelling unit. They have adopted the “International Property Management Code” that contains specific reference to “efficiency units.” The efficiency unit provision stipulates having 220 square feet for two people and 330 square feet for three people. They only inspect on a complaint basis.

- **Sioux Falls** – Allows three unrelated persons per dwelling unit. Seven persons are allowed if they are handicapped. No reference to a minimum square foot per person requirement.

As you can see, the requirements vary around the state. In phone conversations with officials from a few of the responding communities, there was a common theme of the difficulty associated with enforcing density requirements. One respondent referenced a situation where an eight member family related by blood lived in a 1,200 square foot house next door to a location where six unrelated individuals wanted to live in a much larger house. They had a difficult time with the compliance action related to that instance.

Notification was sent to all City of Yankton licensed water/sewer contractors and plumbers of the recent addition to the plumbing code that now requires private sewer and water lines to be installed with a locatable tracer wire.

Habitat for Humanity has been approved for a National Stabilization Program Grant for two homes located at 815 & 817 Capital Street. The houses are expected to be completed in the fall.

#### **4) Library Update**

Enclosed in your packet is an update on the various activities in the Library.

#### **5) Police Department Update**

Attached you will find a photo of our two new Officers being sworn in by Circuit Court Judge Rush. Javier Murguia is standing on the left with Jeremy Olson on the right. The two officers will complete their 30 day classroom training on June 19<sup>th</sup> and then will begin the 14 week Field Training process.

The Yankton Police Department started the 2009 Safety Town class on June 1<sup>st</sup>. Cpl. Brad Parker is the department coordinator for this program. Amy Bertsch, a local school teacher, is the instructor along with Officers O'Farrell and Zajic of YPD. There are also 6 to 7 middle school volunteers who assist the instructors with the children.

The class sessions are 9:30AM to 11:30AM with another class from 1PM to 3PM for a two week period. Each class covers a number of safety issues for children ages 4 to 6. These include:

- seat belt and street signs
- introduction to water safety
- gun safety with Eddie the Eagle
- poison prevention
- how to cross the streets correctly
- caution with strangers

The children also take part in field trips to the Police Department, Fire Department, Corp of Engineers, Ambulance, and Pierson Ranch. These field trips help to introduce the children to police (911), fire safety, water safety, and camping safety. At the end of the 2 week session, each class has a graduation ceremony.

The first session of Safety Town from June 1 to June 12 was full with 25 to 30 students in each class. The same can be said for second session of June 15 to June 26<sup>th</sup>. The July sessions still have openings but usually fill as time for class nears.

## **6) Finance Office Update**

The annual restaurant renewal process has been completed by the Finance Office for licenses effective July 1, 2009 through June 30, 2010. Licenses were mailed out the week of June 15<sup>th</sup>.

The Finance Officer and Deputy Finance Officer attended the annual SD Governmental Finance Officers' School in Pierre on June 10-11, 2009. Presentation highlights included Sales Tax by the Department of Revenue and Regulation, Managing Capital Assets, and Safety of Municipal Cash Deposits by the Department of Legislative Audit.

A team of five auditors from Williams & Company out of Lamars, Iowa are on site this week completing the field work portion of the 2008 audit.

## **7) Fire Department Update**

Part of our operations center around emergency management and preparation. The following are several of these activities that our staff are involved with:

Chief Kurtenbach and Deputy Chief Nickles are members in the Yankton County Local Emergency Planning Committee (LEPC). The LEPC works on issues such as public safety communications, emergency planning, exercises to test these plans and other issues that relate to emergency response in Yankton County. The LEPC has its next meeting on Wednesday, June 24 at noon.

Four city officials are involved in a Points of Distribution (POD) Planning Committee. This committee is mandated by federal and state regulations. The POD committee is formed to plan for an event which may require the distribution of mass vaccinations to up to 32,000 people in a 48 hour period. City of Yankton officials participating in this effort include Kevin Kuhl, Al Viereck, Chief Kurtenbach and Deputy Chief Nickles. Training on the POD plan will be held Wednesday, June 24 for all POD personnel filling management positions in the POD plan.

Chief Kurtenbach is also serving as a member of the Central South Dakota Incident Management Assistance Team (IMAT). These teams, of which there are four in the State, are deployed throughout South Dakota to assist local incident management teams in the event of major emergencies or disasters.

## **8) Public Services Update**

25<sup>th</sup> Street re-construction project from Douglas to Broadway was completed June 11, 2009.

A neighborhood meeting was held for those that will be directly impacted by the reconstruction of Donohoe Boulevard from Mulberry to Regal Drive June 11, 2009. Construction activity was delayed by weather but was underway on June 16, 2009.

The Peninah Street pavement has been installed from Karen Drive to the centerline of the 17<sup>th</sup> Street intersection. The water main has been installed to 15<sup>th</sup> from the north.

Mulberry Street construction was authorized to begin by the state on June 3, 2009. A preconstruction conference covering all of the requirements of a federally funded project was held that same day.

The state concurred with the award of the Maple and 9<sup>th</sup> Street Project on June 11, 2009. A Notice of Award was issued to the contractor by the city that same day.

Airport apron reconstruction:

Phase II....The contractor completed the installation of the apron concrete June 16, 2009

Phase III....Bid date has been set for July 6, 2009.

### **9) Environmental Services Update**

HDR is continuing to work with the State of Nebraska to obtain a permit to drill in the ROW. The State of Nebraska has not requested any more information and a permit should be issued very soon. Geotech is scheduled to begin test boring as soon as a permit is obtained. HDR remains confident that if a potential site is located in this project area, a design should be completed by October 1<sup>st</sup> for state review.

DGR is working on plans and specifications for the elevated tank recoating project. The Memorial Park and west towers will be bid as one project. Plans and specifications should be submitted to the SD DENR. We are hoping to bid the project in August with work on the west tower this fall and the Memorial Park tower in the spring of 2010. The scope of the project will include a complete sandblast and recoating of both the interior and exterior coatings.

### **10) Flags on Discovery**

As a follow-up piece of information, we have submitted the paperwork to the States of Nebraska and South Dakota to place flags on the Discovery Bridge for appropriate occasions. Additionally, it does appear that flag etiquette only calls for illumination of the United States flag, not necessarily spotlighting. As that is the case, we will likely do flag placements over weekends, rather than sole days as this would save a significant amount of labor costs, etc.

### **11) Budget Meetings**

We have been holding budget sessions with staff these past two weeks in preparation for the upcoming CIP Budget Sessions to be held on the 22<sup>nd</sup> and 25<sup>th</sup> beginning at 5:30 each night. Final adjustments are still being made to the CIP document. We will be providing an updated CIP at the beginning of the meeting on the 22<sup>nd</sup>.

### **12) Comfort Station**

A modified version of the Summit Activities Center Comfort Station has been advertised for bids. The deadline and bid opening is July 1<sup>st</sup>. The bids will come before the governing body on July 13<sup>th</sup>. This structure had previously been advertised for bid, with all bids being rejected due to the higher than anticipated cost. It is estimated that the modified project will fall within budgetary constraints.

### **13) SDML Meeting**

I attended a South Dakota Municipal League meeting June 9<sup>th</sup>. Discussions at the meeting were related to possible policy directions that the League will be advocating during the upcoming legislative session. A majority of the discussion revolved around providing options that would enable municipalities to generate revenues based on their unique circumstances.

### **14) Meeting with Vermillion officials**

Mayor Specht, Economic Development Director Mike Dellinger, and I met with our counterparts in Vermillion on June 11<sup>th</sup>. We toured their new Municipal Building and discussed current conditions related to capitalizing opportunities in our geographic region.

**15) Park Shop Update**

Plans for the Park Shop are progressing. We are performing the design work in house and hope to have final drawings and bid specification ready to be disseminated after the middle of July.

**16) Monthly reports**

Fox Run Golf Course and Joint Powers Solid Waste monthly reports are included for your review. Minutes from the Golf Advisory Board, Airport Board and Planning Commission are also included.

Have an enjoyable weekend and do not hesitate to contact us if you have any questions about these or other issues. If you will not be able to attend the Commission meeting on Monday, please inform my office.

Sincerely,

Doug Russell  
City Manager